

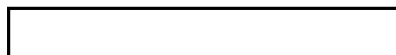

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25 September 1981

MEMORANDUM FOR THE RECORD

FROM:

Chief, Engineering Staff, OC-TSB

SUBJECT:

Directorate Escort Support 

1. Because the Office of Security can only furnish one to two escorts during the period of October through December 1981, escorts are needed from each directorate as defined below to monitor the uncleared personnel doing the installation.

2. There are two phases to the terminal installation. The first phase is the expansion of the Headquarters Building secure data distribution system. This work will be done in the hallways and electrical distribution closets and will require that each escort be away from his or her office area.

3. Phase 2 is the hole drilling and cable pulling to the terminal installation area prior to the actual terminal connection by ODP. In this case it will be possible for the escorts to be at or near their normal office area.

4. The escorts must be free from any other duties during the times they are monitoring uncleared personnel.

5. Normally, escort hours will be from 0800 to 1700 on weekdays. There will be times, however, that after hours work must be done for Phase 1 and will take place between 1700 and 0100.

6. The required escort hours assigned to each directorate is based on the number of data terminal installations requested. The following is a breakdown of escort hours to the division level and room number for each directorate.

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ATTACHMENT TO MFR
dated 25 Sept 81.

SRE

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